Required Submittals for Special Event Permits
(Checklist)

_____ 1) Permit Application

_____ 2) Description of Event. Include:

_____   a) Type (i.e. parade, bike event marathon, etc.).

_____   b) Estimated number of participants.

_____   c) Part of right of way to be occupied or affected (i.e. roadway, low speed lane, paved shoulder.

_____   d) Will event require road or lane closure or restriction? Indicate which or both, as applicable.

_____   e) Date and time the roadway will be occupied or affected.

_____ 3) Drawing of Special Event route. Include:

_____   a) Event route.

_____   b) Detour for traffic as applicable.

_____   c) Indicate major intersections, streets, and railroad crossings for clarification.

_____   d) Identify nearest highway milepost(s).

_____   e) Reference points for beginning and ending locations.

_____ 4) Approval letter from the city, town, or county authorizing the group's use of the streets for the event.

_____ 5) Traffic Control Plan. Include:

_____   a) Staging areas.

_____   b) Sign, cone, barricade (traffic control devices) description and placement.

_____   c) Traffic control official location and status (DPS, Sheriff, volunteer, etc.).

_____   d) Rest stop, break/aid station (list location of each and where in each area the activity equipment will be. Also list what activity will occur at these stations).

_____   e) Name, title, and signature of person responsible for the design of the traffic control plan.

_____   f) Name of person who will be at the event and responsible for compliance with traffic control plans.

_____   g) Identify person(s) who will place and remove traffic control devices.

_____ 6) Name(s) and phone number(s) of event official(s) coordinating traffic control (i.e. Permittee, Sheriff, City Police Department, DPS, etc.).

_____ 7) Written concurrence to proposed event from affected law enforcement agencies.

_____ 8) Proof of liability insurance (or request to waive liability if the proposed event presents little or no hazard to the traveling public).

_____ 9) Media notification for highway user as accrued by event (radio, TV, newspaper).

_____ 10) Access disruption; identify all accesses that will be disrupted.

_____ 11) Closure notification to all individuals and businesses affected by access or road closure.

_____ 12) Emergency response plan. Include:

_____   a) How emergency services for event and communities affected by event will be provided.

_____   b) Identify communications resources available during event (amateur radio, cellular phones, etc.).

_____   c) How postal delivery will be provided if postal routes affected.